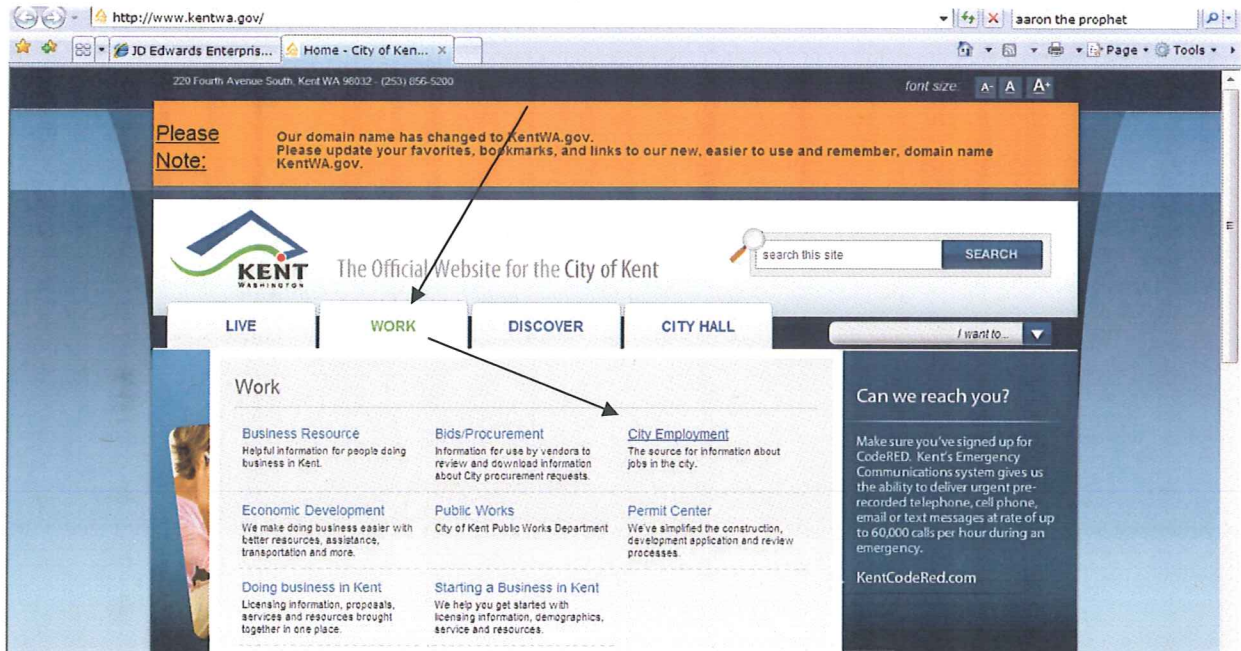# ONLINE APPLICATION PROCESS: How to Apply

Step 1:

Visit the City of Kent's website at www.kentwa.gov . Click on the '**WORK**' tab and then the link for 'City Employment' to view the City's current job openings.


Step 2:

Using the menu bar/navigation bar on the right side of the website, click on one of the three job opportunities links. You can choose from the following:

- ➢ Job Opportunities *(these are full-time and part-time positions **with benefits**)*
- ➢ Internal Only Opportunities *(these are for current City of Kent employees only)*
- ➢ Seasonal, Temporary, and Volunteer Opportunities

Step 3:

Scroll down the page to view the current job openings. The positions will appear in a table-type format. To view the job announcement, simply click on the job title that you wish to learn more about.
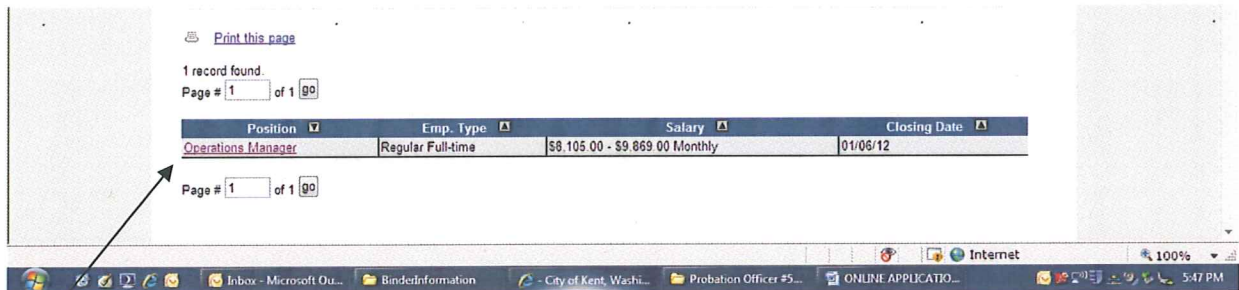
Step 4:

Click on the tabs to view the description of the position as well as any associated benefits (if applicable). If the hiring manager has specific questions that he/she would like answered on the application, those questions will appear on the 'Supplemental Questions' tab. Click on the 'Apply' link to apply for this position or click on the 'Print Job Information' link to print a copy of the job posting.
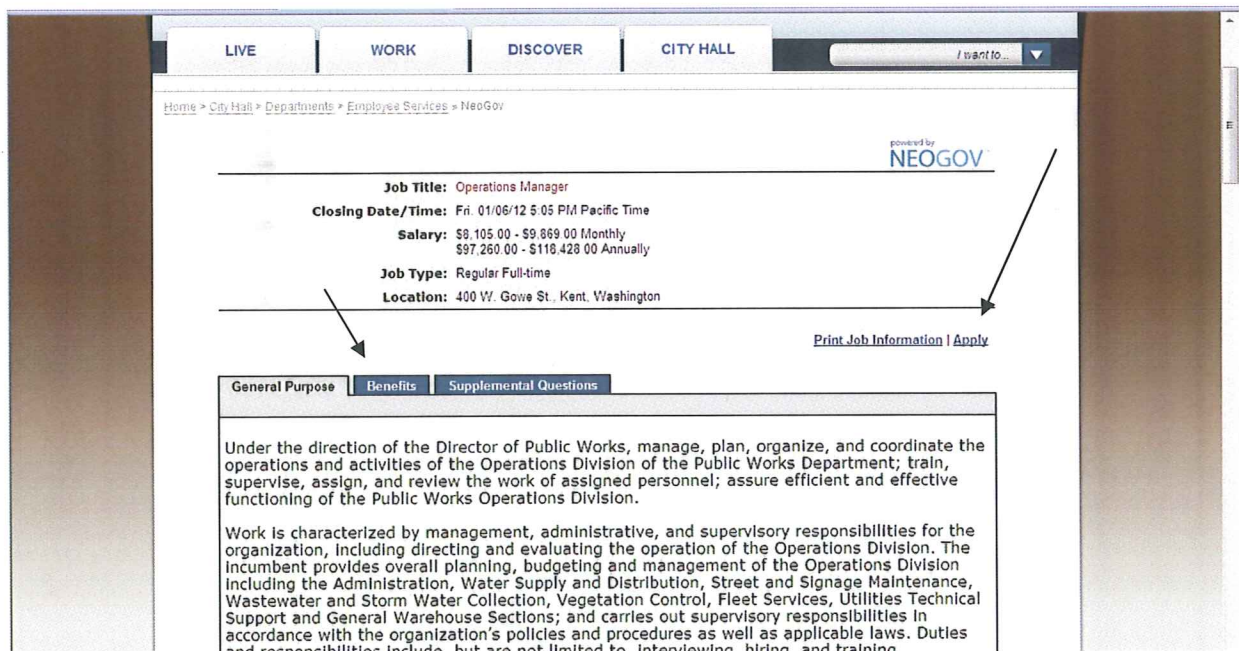
Step 5:

Once you click on the 'Apply' link you will be directed to the Applicant Login webpage. The screen will prompt you to create an account with Governmentjobs.com. Click on the "create an account" hyperlink to get started. If you already have a NEOGOV account with another employer, you can login using your existing username and password.

If this is your first time applying using NEOGOV/Governmentjobs.com and you are creating an account, please note that you **must** have an e-mail address in order to sign up for an account. You can create a free e-mail address through AOL, gmail, hotmail, or yahoo. **Be sure to write down your username and password as you will use this information in the future to log-in and view your application status.**

Are you registered?

To apply online for a position, please create an account (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Online Employment Application Guide

Username:	
Password:	

Login

I Forgot My Username and/or Password

Not Registered Yet? Create Your Account Here!

Career Seeker Login Update:
In our ongoing effort to ensure a high-level of security to protect your personal information, we have made some changes to the password reset process. To use the password reset features, you must enter the email address you used on your account. An email will then be sent to this email address with a link to reset your password. In the event that you forget your login information and do not have an e-mail address on your account, or no longer have access to the email address used on your account, you will need to create a new account and application form. If you do not currently have an email address entered on your account, we strongly recommend you enter an email address to allow you to reset your password in the future. Please note that email accounts are available for free from many different providers (e.g. Gmail, Hotmail, and Yahoo).

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our Privacy Policy.

powered by
NEOGOV

*Please note: If you already have an account with NEOGOV (with another employer or with the City of Kent), the following screen will generate once you log-in with your username and password. Click on the link to apply for the job and follow the instructions to submit your application. **If you DO NOT have an account, please proceed to step 6.***

ГGovernmentJobs

Home | Job Search | About Us | Help | Logout

Welcome, Natalie Winecka

Help | Logout

Main Menu | Search Jobs | Application Status | My Account

Create Application

Applications You've Created:

Name	Date Created	Modify
Police Officer	Nov 14, 2011	Edit	Delete

Tip: You do **NOT** need to recreate a new application every time you're applying for a position.

Main Menu | Search Jobs | Application Status | My Account | Logout

About GovernmentJobs | Privacy Policy | Legal Terms

Step 6:
If you are creating an account, you will be directed to the '**Request New Job Seeker Account**' page. Type in the information that is requested in the required fields, such as First Name, Last Name, Email, etc and then click 'Save' to continue on to the application.

Step 7:
Create an application by clicking on the 'Create Application' button in the middle of the screen. **Please be aware that you can create multiple applications. This allows you the flexibility to customize your application for a particular position and then save that application for future use.**

Step 8:

The system will ask you to build a new application (Figure 8.1). You can name your application, i.e. general application, public safety application, and so on so that you can easily reuse them for various positions with similar requirements. **Please note the 'Application Process Steps' bar across the top of the screen. This bar indicates where you are in the application process (see Figure 8.2).**

Figure 8.1

Figure 8.2

Step 9:

The first step in creating your application is entering your contact information. Click the 'Save and View Application' button when you have entered the requested information. **If at any time you haven't entered something that is required, a dialog box will appear that will direct you to where you need to make adjustments/add information to your application. Remember to save what you have entered into the system.**

Step 10:

Proceed by filling out the remaining sections of the application. If you want to add education or work experience, click on the links to the right in those sections labeled 'Add Education' and/or 'Add Experience'. **Make sure that your application is complete and thorough; incomplete applications will not be considered.** You can also add the following in the corresponding sections of the application:

➢ Certificates/Licenses
➢ Skills
➢ Additional information (honors, awards, professional associations/memberships, etc.)
➢ References
➢ Resume, Cover Letter, and other attachments

Contact Information			Edit Contact Information
Name:	Applicant Name	Address:	220 4th Ave. S. Kent, Washington 98032
		Email:	jobs@kentwa.gov
		Notification Preference:	Email
Home Phone:		Alternate Phone:	
Former Last Name:		Month and Day of Birth:	

Personal Information — Edit Personal Information

Driver's License: No
Can you, after employment, submit proof of your legal right to work in the United States? Yes
What is your highest level of education? Bachelor's Degree

Preferences — Edit Preferences

Preferred Salary:
Are you willing to relocate?

Types of positions you will accept:
Types of work you will accept:
Types of shifts you will accept:
Objective

Education — Add Education

Work Experience — Add Work Experience

Certificates and Licenses — Add Certificates or Licenses

Skills — Add Skills
Office Skills — Edit
Typing: 0
Data Entry: 0

Additional Information — Add Additional Information

References — Add Reference

Resume — Edit Resume

Step 11:

Click on the 'Add Attachments' link to upload and attach documents to your application. This is where you would attach your cover letter, resume, work samples, etc. (Figure 11.1). Once you click on the 'Add Attachments' link, you will have the opportunity to upload multiple attachments (Figure 11.2).

Note: Most file formats are accepted (PDF, Word, Excel) with the exception of Word Perfect (.wp) files. PDF files are what we recommend.

Tip: Make sure that you are aware of the application requirements as specified in the job posting. For instance, if cover letters and resumes are required make sure you add them as an attachment (or as text using the copy & paste feature in Word). Have the pertinent information for filling in the various portions of the application at the ready so that you can easily complete the application.

If at any time you need to step away from filling out the application, you may click 'Save and View Application' and your changes will be saved allowing you to return to and finish the application later. <u>Save frequently as you will be timed out of your session after 30 minutes of inactivity.</u>

Figure 11.1

Additional Information	**Add Additional Information**
References	**Add Reference**
Resume	**Edit Resume**
Text Resume	
Attachments	**Add Attachment(s)**

Go to Confirm Application

Figure 11.2

Main Menu	**Search Jobs**	**Application Status**	**My Account**

Human Resources Manager- Labor - Application process steps:

① ▷ ▷ ▷ ▷ ② ▷ ▷ ▷ ▷ ③ ▷ ▷ ▷ ▷ ④
Job Application **Agency-wide Questions** Confirm Application Certify & Submit

Job Application » Review

* Required Field

* **File Description**	[ ]
* **Attachment Type**	===Select One=== ▼
* **File**	[ ] Browse...

Attach another file

Upload

Click here to add another attachment.

* Required Field

Step 12:
Once you have filled out all of the sections of the application, you will be directed to the **Agency-wide questions**. These questions, some of which are required and some of which are optional, provide us with information for reporting purposes. If you have filled these questions out before, you can click on the 'Populate' box and your responses from the last time you filled out the application will auto-populate.

If there are supplemental questions associated with the position, those questions will appear after the agency-wide questions. When you have finished answering all of the applicable questions, you have the option of saving your work and continuing on with the application ('Save and Proceed') or you can save your work and come back to finish the application at a later date ('Save Work in Progress').

Step 13:

Review your application carefully for completeness as well as accuracy. If you elect to not fill in any education and/or experience, the system will verify that you don't want to include that information and you will have to initial that you want to move forward without it.

When you are ready to confirm your application and submit it, click on the 'Confirm Application' button. **Please note that once you submit your application for a position you will NOT be able to make any changes to that specific application.**

Step 15:

Next you will need to read the terms of certifying and submitting your application. If you accept the terms as outlined, press the 'Accept' button and your application will be submitted to the Employee Services department.

Step 16:

Once you submit your application, a confirmation screen will generate. If you'd like to print out a copy of your application, click on the link that states 'Click here for a printable version of the application...'.

If you'd like to apply for another position, return to the employment opportunities page and select the position from the table of open positions. Once you have submitted your application(s) you can check your status by clicking on the 'Application Status' link at the top of the page and it will show you where you are with all of your pending applications.